

SUNSET AT SUNSET Meeting, July 21, 2017

Members Present: Karen Joseph, Bob Donnelly, Carol Grace, Lois McClellan, Mary Hughes, Mark Head and Marge Gresham
Chief of Police, Ken Klamar. attended the meeting to meet the committee and for a briefing on the festival.

Finance Report: Karen reported \$23,531.42 as of this date. Any requested item that is above \$250.00 will require an invoice for a purchase order.

Vendors: Karen will send out an email to previous vendors as a reminder to make application. As of July 21, we have 80 vendors.

Food Vendors: Funnel cakes, hot dogs, sausage with peppers and onions, BBQ and Sunset Slush have sent in applications for the event. Marge is in touch with several other food vendors to remind them to send in applications.

Sponsors: Bob reported that we have several sponsors and there are still some promised and we are waiting for their applications/checks. This year, we would like to have a banner made with sponsor names to be displayed prominently at the festival. Karen will research the possibility. A suggestion was made to approach the sponsors to have employees wear the SAS T-shirts 2-3 days before the event as additional advertising. The committee would also wear their shirts.

Rack Cards: Bob has distributed 1,000 cards around the community.

Electrician: Karen has contacted the town electrician and is scheduled. This year, we will need an extra water source per conversation with Health Dept. last year.

MS Bike Ride: This event will occur on the same day and Susan Parker will report to us as to the route of the ride.

Beer Vendor: Karen will contact CHECK 6 BREWING, Southport, to check on insurance and ABC rules. Request for them to have a special "name" beer for that day, if possible.

Booth Assignments: Lois has designed markers for the booths using paint stirrers and poster board colors for both assignments. Lois and Marge will position these markers on the day before the event. Vendor requests will be honored according to the date of application.

Garbage Cans and Porta Johns: Jean Hutchinson has been in contact with the companies. This year, additional Porta Johns will be placed near the Sunset Blvd entrance.

Photo Contest: Mark reported that camera clubs have been contacted. Mark requested more photo contest flyers which he continues to distribute. The Planetarium needs to be contacted for dates to display contestant photos. Bob has the 1st and 2nd place ribbons. There will be a People's Choice Award this year. There will be a news release for the Photo Contest and Mary has boosted the Contest on our Facebook page.

Facebook: All paid sponsors are on the Facebook page. ATMC will be added as a sponsor on the page. Photo contest will be on for 2 weeks. In August, vendors will be added to the page.

Advertising: ATMC is in the process of developing a commercial for viewing. The BEACON will design an ad for SAS Festival.

Parking /Volunteers: Mary and Marge will contact the schools requesting volunteers for the day, working for required community service. Approximately 22 volunteers will be needed to man the lots, using 2 hour shifts starting at 7 AM and ending at 5 PM. Suggestion was made to provide tents, chairs and coolers with water for the volunteers. Handicap signs will be needed for the parking lot. Event parking signs will be placed the day before as in the past.

Welcome Tent: Carol reported that we still have some shirts remaining, mostly in the L and XL sizes. Lois made the suggestion we research "light" sweatshirts with the SAS logo. Lois will research and report back at the next meeting. Committee discussed a means to count the attendees at the event. Maps, brochures, etc.

Next Meeting: August 21, 2017, at 1:00 PM in the Town Hall Conference Room